Limited Fund-Raising Event Records

Dear Limited Fund-Raising Event Licensee:

This packet is designed to instruct you in the use of limited fund-raising event records. The information and instructions do not encompass all of the rules pertaining to limited fund-raising events. Please read your Commission rules manual thoroughly, specifically WAC 230-25 and RCW 9.46.0233(2), to ensure compliance with all WAC rules.

This packet contains the following:

1. Limited Fund-Raising Event Summary (GC2-328).
2. Schedule of Winners (GC2-329).

Please copy additional forms as needed.

The records are intended to fit as many entrants and prize winners as possible, however, you may need to use additional forms to record additional entrants or prize winners.

If you have a question or need additional assistance, please call the Gambling Commission regional office in your area:

Tacoma (253) 471-5312   Lynnwood (425) 776-6751   Spokane (509) 456-3167

Attachments

LIMITED FUND-RAISING EVENT SUMMARY

LICENSEE: _Name_   DATE OF EVENT: _Date_

SECTION I: CALCULATION OF GROSS RECEIPTS

A. Ticket Color	Blue	Ticket Color	Green	
B. Ending Number Sold	50	Ending Number Sold	10	
C. Subtract Beginning Number	− 1	Subtract Beginning Number	− 1	
Add One	+ 1	Add One	+ 1	
D. Total Tickets Sold	= 50	Total Tickets Sold	= 10	
E. Times Cost per Ticket	x $ 50	Times Cost per Ticket	x $ 25	
F. Gross Receipts	= $ 2,500	Gross Receipts	= $ 250	

*NOTE: If additional ticket values are issued, attach reconciliation sheet for these tickets using format above.

SECTION II: RECONCILIATION OF GROSS RECEIPTS

A. _Blue_ (color) Tickets Gross Receipts $ 2,500

B. _Green_ (color) Tickets Gross Receipts   + $ 250

C. *Add Gross Receipts per attached sheet, if applicable.   + $ 50 ①

D. Total Gross Receipts   = $ 2,800

E. Subtract all non-gambling expenses (i.e., meals, advertising, music, etc.)   − $ 200

F. Subtract Cost of Purchased Prizes   (not to exceed 10% of gross receipts) − $ 200

G. Subtract Cost of Gambling Equipment   − $ 2,000

H. Equals Net Receipts   = $ 400

NOTE: Within 30 days, any net amount over $10,000 must be given to a qualified charitable or nonprofit organization as set forth in RCW 9.46.0209.

① Red Ticket Gross Receipts fro Page 2.

SECTION III: AMOUNT DONATED TO ANOTHER ORGANIZATION (IF APPLICABLE)

Amount of money given to another organization per WAC 230-25-030(3) $ _____

NOTE: No organization may receive more than $10,000 of your excess revenue. Designate additional organization as necessary.

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Check No. Issued: _____

Preparer: _John Henry_   Date: _Date Records were prepared._

LIMITED FUND-RAISING EVENT SUMMARY

LICENSEE: _____Name_____   DATE OF EVENT: ___Date___

SECTION I: CALCULATION OF GROSS RECEIPTS

A.	Ticket Color	Red		Ticket Color		
B.	Ending Number Sold	5		Ending Number Sold		
C.	Subtract Beginning Number	− 1		Subtract Beginning Number	−	
	Add One	+ 1		Add One	+ 1	
D.	Total Tickets Sold	= 5		Total Tickets Sold	=	
E.	Times Cost per Ticket	x $ 10		Times Cost per Ticket	x $	
F.	Gross Receipts	= $ 50		Gross Receipts	= $	

*NOTE: If additional ticket values are issued, attach reconciliation sheet for these tickets using format above.

SECTION II: RECONCILIATION OF GROSS RECEIPTS

A. _____(color) Tickets Gross Receipts $ _____

B. _____(color) Tickets Gross Receipts   + $ _____

C. *Add Gross Receipts per attached sheet, if applicable.   + $ _____

D. Total Gross Receipts   = $ _____

E. Subtract all non-gambling expenses (i.e., meals, advertising, music, etc.) − $ _____

F. Subtract Cost of Purchased Prizes   (not to exceed 10% of gross receipts) − $ _____

G. Subtract Cost of Gambling Equipment   − $ _____

H. Equals Net Receipts   = $ _____

NOTE: Within 30 days, any net amount over $10,000 must be given to a qualified charitable or nonprofit organization as set forth in RCW 9.46.0209.

SECTION III: AMOUNT DONATED TO ANOTHER ORGANIZATION (IF APPLICABLE)

Amount of money given to another organization per WAC 230-25-030(3) $ _____

NOTE: No organization may receive more than $10,000 of your excess revenue. Designate additional organization as necessary.

Name of Organization: _____

Address: _____

City:_____ State: _____ Zip:_____

Check No. Issued: _____

Preparer: _____ Date: _____

SCHEDULE OF WINNERS

LICENSEE: _Name_   DATE OF EVENT: _Date_

LIST ANY MERCHANDISE PRIZES VALUED AT OVER $50:

> Item: _CD Player_   Value: $ _100_   Was the prize _donated_ or (purchased)?
(circle one)

Name: _George Smith_   Phone: (_XXX_) _XXX_ - _3301_

Address: _XXX S. 1st_

City: _Burien_   State: _WA_   Zip _XXXXX_

> Item: _Cell Phone_   Value: $ _75_   Was the prize _donated_ or (purchased)?
(circle one)

Name: _Sally Won_   Phone: (_XXX_) _XXX_ - _4508_

Address: _XXXX Best Ave._

City: _Tukwilla_   State: _WA_   Zip _XXXXX_

> Item: _Watch_   Value: $ _100_   Was the prize (donated) or _purchased_ ?
(circle one)

Name: _Bob Luck_   Phone: (_XXX_) _XXX_ - _7763_

Address: _XXX 6th_

City: _Seattle_   State: _WA_   Zip _XXXXX_

> Item: _____   Value: $_____   Was the prize _donated_ or _purchased_ ?
(circle one)

Name: _____   Phone: (_____)_____-_____

Address: _____

City: _____   State: _____   Zip _____

> Item: _____   Value: $_____   Was the prize _donated_ or _purchased_ ?
(circle one)

Name: _____   Phone: (_____)_____-_____

Address: _____

City: _____   State: _____   Zip _____

> Item: _____   Value: $_____   Was the prize _donated_ or _purchased_ ?
(circle one)

Name: _____   Phone: (_____)_____-_____

Address: _____

City: _____   State: _____   Zip _____

Preparer: _____   Date: _____

GC2-329 (New 12/00)

LIMITED FUND-RAISING EVENT SUMMARY

LICENSEE:_____ DATE OF EVENT: _____

SECTION I: CALCULATION OF GROSS RECEIPTS

A. Ticket Color	_____		Ticket Color		_____
B. Ending Number Sold	_____		Ending Number Sold		_____
C. Subtract Beginning Number	− _____		Subtract Beginning Number		− _____
Add One	+ ____1____		Add One		+ ____1____
D. Total Tickets Sold	= _____		Total Tickets Sold		= _____
E. Times Cost per Ticket	x $_____		Times Cost per Ticket		x $_____
F. Gross Receipts	= $_____		Gross Receipts		= $_____

*NOTE: If additional ticket values are issued, attach reconciliation sheet for these tickets using format above.

SECTION II: RECONCILIATION OF GROSS RECEIPTS

A. _____(color) Tickets Gross Receipts $ _____

B. _____(color) Tickets Gross Receipts + $ _____

C. *Add Gross Receipts per attached sheet, if applicable. + $ _____

D. Total Gross Receipts = $ _____

E. Subtract all non-gambling expenses (i.e., meals, advertising, music,etc.) − $ _____

F. Subtract Cost of Purchased Prizes   (not to exceed 10% of gross receipts) − $ _____

G. Subtract Cost of Gambling Equipment − $ _____

H. Equals Net Receipts = $ _____

NOTE: Within 30 days, any net amount over $10,000 must be given to a qualified charitable or nonprofit organization as set forth in RCW 9.46.0209.

SECTION III: AMOUNT DONATED TO ANOTHER ORGANIZATION (IF APPLICABLE)

Amount of money given to another organization per WAC 230-25-030(3) $ _____

NOTE: No organization may receive more than $10,000 of your excess revenue. Designate additional organization as necessary.

Name of Organization: _____

Address: _____

City:_____ State: _____ Zip: _____

Check No. Issued: _____

Preparer: _____ Date: _____

LIMITED FUND-RAISING EVENT SUMMARY INSTRUCTIONS

Please read these instructions carefully.

Event Operation:

In order to keep track of gross receipts for the event, at least two rolls of different color theater-style tickets will be given to entrants in exchange for the cost of the buy-in or re-buy. One of the ticket rolls must be used for the initial buy-in, while other ticket colors can be used to issue any re-buys. To segregate duties, it is required that the entrant take the purchased ticket to another table where they can exchange it for the scrip (play money) used for the event games. Value of re-buy tickets must stay constant.

Completing the Limited Fund-Raising Event Summary Form

SECTION I: The calculation of gross receipts will be easily calculated by multiplying the number of tickets sold by the cost of each buy-in or re-buy. Record the appropriate information as described below:

- A. *Ticket Color* - Record the color of the tickets. (There will be one color for buy-in tickets. Additional colors will be used for re-buys.)
- B. *Ending Number Sold* – Record the number on the last ticket sold.
- C. *Beginning Number* – Record the number of the first ticket sold.
- D. *Total Tickets Sold* – Line B minus line C, plus one. Record the total.
- E. *Times Cost per Ticket* – Record the cost per ticket (buy-in or re-buy).
- F. *Gross Receipts* – Multiply line D by line E. Record the total.

SECTION II: This section reconciles total gross receipts from the buy-ins and re-buys. Record the appropriate information as described below:

- A & B. *Tickets Gross Receipts* – Record the color of each ticket roll in the blank space. Record the corresponding gross receipts total as recorded in Section I, F.
- C. **Add Gross Receipts per attached sheet, if applicable* – If there were additional forms used to calculate gross receipts, the total it would be recorded here. This would only occur if more than two rolls of tickets were used to administer the event.
- D. *Total Gross Receipts* – Add lines A, B, and C. Record the total.
- E. *Subtract all Non-Gambling Expenses* – Record the total cost of all non-gambling expenses.
- F. *Subtract Cost of Purchased Prizes* – Record the total cost of all purchased prizes that were awarded at the event. Keep receipts for supporting documentation. Do not include the value of prizes that were donated to the organization for the event
- G. *Subtract Cost of Gambling Equipment* – Record the total cost of gambling equipment and services.
- H. *Equals Net Receipts* – Subtract line E, F and G from D. Record the total.

SECTION III: This section is to be completed **only** if your organization made more than $10,000 revenue from fund raising events in a calendar year.

> * This section must be completed in full to properly document which organization received any excess revenue from the fund raising event.

SCHEDULE OF WINNERS

LICENSEE:_____ **DATE OF EVENT:**_____

LIST ANY MERCHANDISE PRIZES VALUED AT OVER $50:

➤ Item:_____ Value: $_____ Was the prize <u>donated</u> or <u>purchased</u> ?
(circle one)

   Name:_____ Phone: (_____)_____-_____

   Address:_____

   City:_____ State:_____ Zip_____

➤ Item:_____ Value: $_____ Was the prize <u>donated</u> or <u>purchased</u> ?
(circle one)

   Name:_____ Phone: (_____)_____-_____

   Address:_____

   City:_____ State:_____ Zip_____

➤ Item:_____ Value: $_____ Was the prize <u>donated</u> or <u>purchased</u> ?
(circle one)

   Name:_____ Phone: (_____)_____-_____

   Address:_____

   City:_____ State:_____ Zip_____

➤ Item:_____ Value: $_____ Was the prize <u>donated</u> or <u>purchased</u> ?
(circle one)

   Name:_____ Phone: (_____)_____-_____

   Address:_____

   City:_____ State:_____ Zip_____

➤ Item:_____ Value: $_____ Was the prize <u>donated</u> or <u>purchased</u> ?
(circle one)

   Name:_____ Phone: (_____)_____-_____

   Address:_____

   City:_____ State:_____ Zip_____

➤ Item:_____ Value: $_____ Was the prize <u>donated</u> or <u>purchased</u> ?
(circle one)

   Name:_____ Phone: (_____)_____-_____

   Address:_____

   City:_____ State:_____ Zip_____

Preparer:_____ **Date:**_____

GC2-329 (New 12/00)